



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION **ACCOUNTING SPECIALIST** FINANCE

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for performing complex accounting support work for all activities within City departments and assists in developing and implementing procedures to improve methods of accounting within the department. Reports to the Accounting Manager.

ESSENTIAL JOB FUNCTIONS

Reviews detailed transactions to ascertain that revenues generated from departmental activities and programs are recorded accurately and in a timely manner; researches discrepancies and takes proper steps to resolve matter; processes payments for bills; and prepares journal entries.

Reconciles expenditures and account groups to ensure subsidiary amounts agree with general ledger postings; completes check cancellations, stop payments, cash deposits and daily cash reports. Corrects daily edits, balances and verifies work from previous day such as payroll, voucher, and purchase order postings. Assists Accountants with the maintenance of fixed asset inventories to include buildings, land, improvements other than buildings, machinery and equipment, and construction in progress.

Analyzes, compiles and reconciles detailed accounting and financial data for use in tables, reports and other financial publications; verifies financial statements and reports for completeness, accuracy and validity.

Drafts correspondence such as financial notices, form letters, payments, accounting documents and ensures proper and accurate backup information accompanies related files and records; responds to phone calls; assists citizens, vendors or businesses with questions or complaints, and explains policies and procedures, resolves discrepancies.

Responsible for other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Accounting – Knowledge of general accounting principles, financial computations, and statistical analysis.
- Customer Service - Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Technology - Comprehensive knowledge of office systems, practices, procedures and administration. Knowledge of general office equipment and personal computers to include word processing, spreadsheet, and related software.

REQUIRED SKILLS

- Computer Skills – Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees and the public. Effectively responds to and resolves inquiries and disputes.
- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Communication – Ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of detailed reports which include numerical information and statistics. Ability to listen and understand information and ideas being presented verbally and in writing.
- Financial Management – Ability to perform arithmetic, algebraic, and statistical applications to perform financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

EDUCATION AND EXPERIENCE

Requires an Associate's Degree in Accounting, Business Management or a related field and 3-5 years of responsible accounting support work or closely related experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.